

**NOAA CIO Council**  
**Meeting Minutes**  
**June 27, 2002**

**Attendees:**

Carl Staton, Chair  
Bill Turnbull  
Barry West  
Rob Mairs  
Nancy Huang  
Hugh Johnson  
Sarah Maloney  
Greg Bass  
Gary Falk  
Ira Grossman

Dick Bennett  
Robert Kidwell  
Mike Lombard  
David Meiselman  
Don Mock  
Rick Roberts  
Jim Sargent  
Joseph Smith  
Becky Vasvary  
John Villemarette

**Action Items**

1. Line Office CIOs provide point of contacts for each identified candidate system for the Information, Asset and Evaluation scoring to determine if the system is indeed a CIP candidate. Coordinate the identified candidate systems list with homeland security list.
2. Bob Kidwell will send out the draft revised NOAA IT Strategic Plan before next CIO council meeting so that it can be discussed at the meeting.
3. Line Office CIOs are to provide input ASAP on what systems will be added to NOAA's list of major systems. Each system added will require that an Exhibit 300 be prepared. The OCIO will prepare a final list.

**Handouts:**

- Project Matrix Briefing Slides
- Project Matrix Text Description
- NOAA IT Systems with Projected FY 2003/2004 Costs
- Major and Significant Systems for Exhibits 300
- Chart of NOAA Bandwidth Utilization

**Discussions:**

**1. Project Matrix (Mike Lombard)**

Mike Lombard of the Critical Infrastructure Assurance Office (CIAO) presented and discussed Project Matrix. Project Matrix is a program designed to identify and characterize accurately the

assets and associated infrastructure dependencies and interdependencies that the U.S. Government requires to fulfill its most critical responsibilities to the nation. Project Matrix involves a three-step process in which each civilian federal department identifies (1) its critical assets; (2) other federal government assets, systems, and networks on which those critical assets depend to operate; and (3) all associated dependencies on privately owned and operated critical infrastructures. There is limited utility in each federal department and agency viewing physical and cyber security only in the context of their own organization. Project Matrix provides each agency an expanded, more comprehensive, realistic, and useful view of the world within which they actually function.

Within the Department of Commerce, there is inconsistency between the Operating Units in defining an appropriate asset. For instance the NWS Tropical Prediction Center is a critical asset as defined by Project Matrix but level of a managerial asset. MBDA's Grants Program is not critical in that it does not need to be restored immediately in response to a critical event. The CIAO defines a critical asset as one that must be restored to operational capability within 72-hours of going down. Project Matrix is helping to prioritize the nations critical assets to better manage them.

There is no cost to DoC for step one. For Step Two the cost will be between \$40K- \$80K per asset identified. NOAA has identified 36 critical infrastructure candidate systems.

**Action:** Line Office CIOs provide point of contacts for each identified candidate system for the Information, Asset and Evaluation scoring to determine if the system is indeed a CIP candidate. Coordinate the identified candidate systems list with homeland security list.

## **2. CIO Council and IT Review Board Charters (Bill Turnbull)**

Bill Turnbull stated that he received several comments about the draft CIO Council and IT Review Board Charters sent to the CIOs for review. Bill revised the Charters to incorporate the comments. The CIOs approved the charters as revised. Copies of the final charters are attached.

## **3. Strategic Plan Update (Bob Kidwell)**

Bob Kidwell reported the update to the NOAA IT Strategic Plan is a work still in progress. CIO Council should carefully review the section documenting NOAA's plans for dealing with the listed strategic IT management issues. The listed milestones should be tracked and managed. Carl Staton concluded the discussion by stating, that it is important for the CIOs to understand how we as an IT community should use the NOAA IT Strategic Plan.

**Action:** Bob Kidwell will send out the draft revised NOAA IT Strategic Plan before next CIO council meeting so that the issues can be discussed at that meeting.

#### **4. WordPerfect, Microsoft Word, Netscape, Line Office Planning (Barry West)**

National Weather Service (NWS) is considering signing a licensing agreement for Microsoft Office as way to save money on office automation applications. More and more copies of MS Office are being bought within the NWS. Barry is polling the regions to ascertain interest.

It was stated that the CIO Council reviewed the Office Automation issue in January and the associated costs in March. At that time, the Council decided to make no decision with regards to Office automation standards and that the Council should revisit this issue again next December.

Questions arose about OFA's Budget Office continued use of Lotus 1-2-3. The "Monument" budget formulation application will reduce the need for Lotus but staff may still prefer Lotus. The preferred spreadsheet application within NOAA is now Microsoft Excel. It was suggested that the NITRB should review the Budget's Office decision to implement the Monument system and its impact NOAA-wide.

#### **5. Financial Summary, I-TIPS, 300B Alternatives (Bob Kidwell)**

Bob Kidwell explained the need to collect financial data on all of NOAA's IT expenditures and asked if there were questions about the draft data call that had been distributed prior to the meeting. After further discussion, it was agreed that the data call would be sent out as soon as possible.

Bob reported that during the next two months, the Line Offices will need to prepare or update the Exhibit 300s for major systems prior to their submission to OMB with the Secretary's budget in September. To meet the OMB goal of having 60% of each agencies IT expenditures documented with Exhibit 300s, NOAA will have to add additional systems to its list of major systems. A list of NOAA's major and significant systems was distributed. Some systems that are currently listed as significant will have to be redefined as major and Exhibit 300s will have to be prepared for them.

The Department wants to use the I-TIPS system to produce the Exhibit 300s and the Exhibit 53. There are issues about how to use the system. Bob recommended that his staff be responsible for the entry of financial data. Staff from the L.O.s can assist with the process gaining experience for the future.

Department of Commerce is planning to offer I-TIPS training at NOAA on July 10. NESDIS has already signed up for the training. Bob Kidwell reported that staff from the NOAA Budget Office will be taking the training. Bob suggested that each LO send at least two people and asked that names be sent to him ASAP.

**Action:** Line Office CIOs are to provide input ASAP on what systems will be added to NOAA's list of major systems. Each system added will require that an Exhibit 300 be prepared. The OCIO will prepare a final list.

## **6. Bandwidth Utilization (Greg Bass)**

Greg raised the issue of whether the use of streaming video and audio to the desktop is a significant drain on network resources. OFA was requested to gather statistics on inbound and outbound traffic. Joe Smith provided graphs and statistics of daily and weekly of average link use and of peak line use. Gary stated that outbound traffic is 4 times greater than inbound traffic. The campus bandwidth is sized to meet the requirement for outbound traffic. Therefore streaming video is not creating an undo burden on network bandwidth utilization.

7. The CIO Council next went into Executive Session for the CIOs only.

**Next meeting:** Friday, July 26, 2002, 2:00 - 4:00 PM.

Minutes prepared by: Ira Grossman, OCIO, June 28, 2002

### Attachments

Agenda - June 27, 2002

NOAA Chief Information Officer's Council Charter

NOAA Information Technology Review Board (NITRB) Charter

**CIO Council Meeting**  
***June 27th, 2002***  
***Room 10836***

**A**genda

*Suggested Time*

**Introductory Remarks (Carl Staton)**

**CIO Management Team Issues:**

1. Project Matrix (Mike Lombard, 15 minutes)
2. CIO Council and ITRB Charters (Bill Turnbull, 15 minutes)
3. Strategic Plan Update (Bob Kidwell, 15 minutes)
4. WP, MS Word, Netscape, Line Office Planning (Barry West, 15 minutes)
5. Financial Summary, I-TIPS, 300B Alternatives (Bob Kidwell, 10 minutes)
6. Bandwidth Utilization (Greg Bass, 5 minutes)

**CIOs Only Meeting**

1. Enterprise Domains (Rob Mairs, 15 minutes)
2. CITRB Results (Carl Staton, 10 minutes)
3. Program Sponsors - Strategy for Managing NOAA wide Projects (Carl Staton, 15 minutes)
4. New Business (All)

**Closing (Carl Staton)**

**L**imitations      meeting has been scheduled from 2:00-4:00 on  
Thursday.

## **National Oceanic and Atmospheric Administration Chief Information Officer's Council Charter**

### **A. PURPOSE:**

The National Oceanic and Atmospheric Administration (NOAA) Chief Information Officer's (CIO) Council serves as the principal forum for NOAA CIOs to share effective information technology (IT) management practices and information nature and to establish NOAA-wide IT policies, procedures and practices. The CIO Council will oversee NOAA-wide IT projects and operations which are funded via organizational cost distribution and other projects as tasked by the NOAA CIO, or NOAA management.

### **B. MEMBERSHIP:**

- Chair, NOAA CIO
- Vice-Chair, NOAA Deputy CIO
- Line and Staff Office CIOs:
  - NWS
  - OFA
  - NOS
  - NESDIS
  - OAR
  - NMFS
  - OMAO

### **C. OFFICERS:**

The Chairperson is the NOAA CIO. The Vice-chair is the NOAA Deputy CIO.

### **D. SCHEDULE:**

The CIO Council meets once a month or at the call of the Chair.

### **E. PROCEDURES:**

Meeting minutes will be documented and disseminated to members for review and approval within 2 weeks after the meeting date. An official archive of all meetings and CIO Council documents will be maintained by the NOAA Office of the Chief Information Officer.

The CIO Council will strive to reach decisions by consensus with one vote per member. If no consensus can be reached, the NOAA CIO will make a determination in the best interests of NOAA.

**F. COMMITTEES:**

The CIO Council has the authority to establish standing committees and working groups as necessary to consider items of concern of the Council.

**G. STAFF SUPPORT:**

Staff support is provided by the IT Planning, Policy and Analysis Office within the NOAA CIO's office.

Adopted June 27, 2002.

## **NOAA Information Technology Review Board (NITRB) Charter**

### **A. PURPOSE**

This establishes the National Oceanic and Atmospheric Administration (NOAA) Information Technology Review Board (NITRB) and prescribes policy and responsibilities for NOAA's information technology (IT) capital planning and investment control process. The NITRB acts as an advisory board for NOAA management on critical IT matters. The NITRB ensures that proposed investments contribute to NOAA's strategic vision and mission, employ sound IT investment methodologies, comply with NOAA systems architectures, and provide the highest return on the investment with acceptable project risk. Establishment of the NITRB supports IT management improvement goals of the Clinger-Cohen Act of 1996 (CCA), the Paperwork Reduction Act of 1995 (PRA), and related implementing regulations and guidance.

### **B. BACKGROUND AND AUTHORITY**

The CCA requires agencies to establish an effective and efficient capital planning and investment process for selecting, controlling, and evaluating the results of all major investments in information technology. The process is to be integrated with the processes for making budget, financial, and program management decisions within agencies. The process also supports requirements for the Chief Information Officer (CIO) to provide advice regarding information technology and information resources management to the agency head as required by the CCA and the PRA.

The NITRB was formed at the direction of the Deputy Under Secretary in his memo of March 5, 2001.

### **C. SCOPE**

This charter applies to the evaluation of new and base IT system investments. Systems selected will meet one or more of the following criteria: systems meriting special attention due to their sensitivity, mission criticality, or risk potential; NOAA-wide systems; systems which have been designated for Departmental review; and systems with life cycle costs over \$2.5 million.

### **D. POLICY**

The NITRB provides for coordinated risk management, review, and advice to NOAA management regarding IT investments meeting the criteria identified in section C above. This includes recommendations for approval or disapproval of funding for new or base investments. It also includes recommendations for continuation or termination of projects under development at key milestones or when they fail to meet performance, cost, or schedule criteria. The NITRB will ensure that IT investments are aligned with strategic plans, support mission requirements,



comply with architecture goals, minimize project risk, and demonstrate a positive return on investment. Activities of the NITRB will satisfy risk management requirements of the Clinger-Cohen Act and consider guidance from the CIO Council, Chief Financial Officers (CFO) Council, General Accounting Office, Office of Management and Budget, or other government-wide advisory bodies that address capital planning and IT investment management.

## **E. PROCESSES**

The NITRB is chaired by the NOAA CIO and is composed of:

- Deputy NOAA CIO
- Chief Information Officers from NOAA's Line and Staff Offices
- Chief Financial Officer or a designated representative

In the event that a NITRB member is unable to attend a board meeting, an alternate may be designated by the principal ***only with the approval of the chair.*** As determined by the chair, additional participants, such as operating unit project managers, may be invited to attend and advise the NITRB.

The NITRB will use uniform decision-making criteria for comparing and ranking projects. It is expected that Line Office processes for the selection, control, and evaluation of major information technology investments will generate the principal documentation for NITRB consideration. Line Offices will forward only their internally approved initiatives to the Board for review. Office of Management and Budget Capital Asset Plan and Justification documentation will provide baseline information. Program staff may be called upon as necessary to provide additional supporting documentation. The NITRB will meet regularly on a schedule that complements the planning and budget formulation processes and aligns with specific project time lines.

The evaluation process in Board meetings will follow the outline below:

1. Presentation by the project sponsors, followed immediately by a group discussion among Board members.
2. Independent evaluation and scoring by Board members.
3. Compilation of comments and scores.
4. Independent re-evaluation by Board members, if needed.
5. Group meeting to discuss the second evaluation and consensus ranking, if needed.
6. Preparation and submission of the summary assessment and any specific

recommendations to the Secretary and Deputy Secretary. Other interested parties, including the project sponsors and the CIO and head of the operating unit in question, will receive copies.

The process may be altered to adjust to the needs of a particular project or during the annual budget review when many investments will be reviewed in a short time frame.

All pre-decisional materials, including background information, notes, rating and ranking sheets, compiled scores, and draft documents, will be the property of the Board and will not be released to non-Board members except at the discretion of the chair. Presenters will be provided feedback on board decisions in sufficient detail to promote improvement.

## **F. RESPONSIBILITIES**

The NOAA CIO serves as chair of the NITRB. The Chief of the Planning and Architecture Division serves as Executive Secretary for the NITRB. The Executive Secretary ensures that staff is assigned to:

- Circulate background materials to facilitate decision-making by Board members.
- Organize meetings.
- Prepare decision memoranda.

Adopted: June 27, 2002